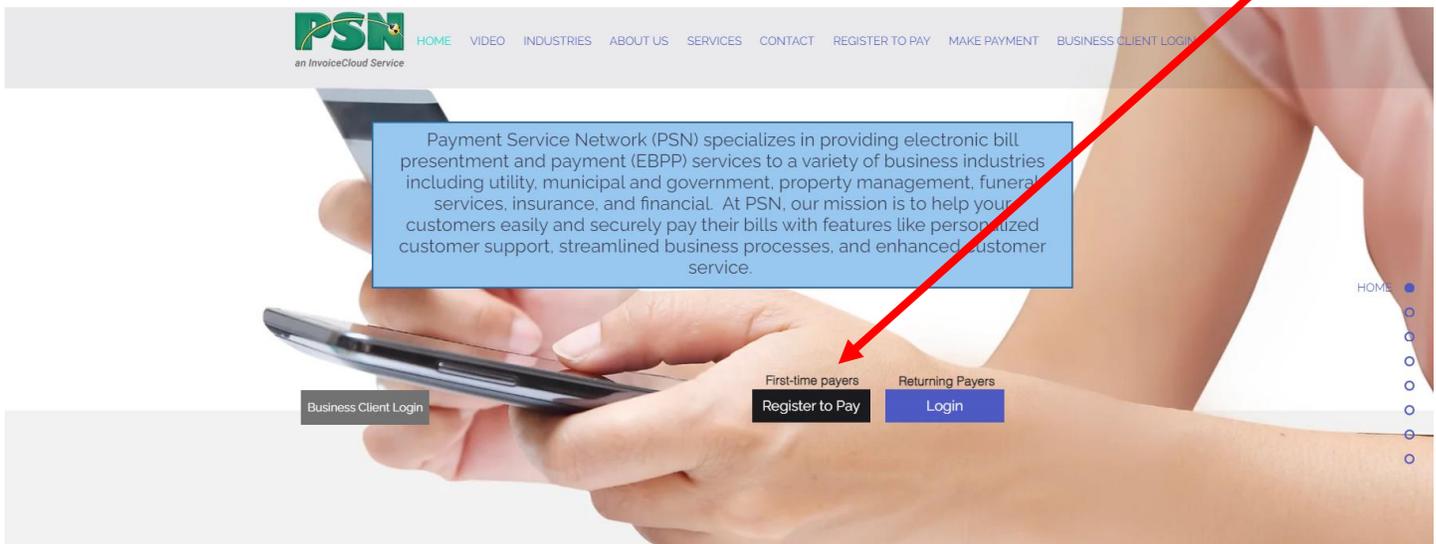


# LOGGING INTO YOUR PSN ACCOUNT FOR THE FIRST TIME ONLINE

**Step 1: Visit <https://info.paymentservicenetwork.com/> and click “Register to Pay”**



**Step 2: Type in the following... and then click “Search”**



Welcome to our secure payment portal.

## Search for the Business You Want to Pay

*Required response\**

**Business Name:\***

Village of Weston

**Business City:\***

Weston

**Business State:\***

WI

-- OR --

**Business ID:\***

CANCEL

SEARCH

HELP: if you can't find the business you want to pay

- Make sure you used the proper business name
- Try using fewer words in the business name
- Make sure the business uses PSN for payment processing
- More help
  - Email: [Customer Support](#)
  - Phone: 1-866-917-7368

# LOGGING INTO YOUR PSN ACCOUNT FOR THE FIRST TIME ONLINE

## Step 3: Click “Continue to locate your billing account”

Search for the Business You Want to Pay

*Required response\**

**Business Name:\***

**Business City:\***

**Business State:\***

-- OR --

**Business ID:\***

| Business Name                   | Address               | City   | State | Options   |
|---------------------------------|-----------------------|--------|-------|---|
| Village of Weston, WI (Utility) | 4747 Camp Phillips Rd | Weston | WI    | <a href="#">Continue to locate your billing account</a> |

- HELP: if you can't find the business you want to pay
- Make sure you used the proper business name
  - Try using fewer words in the business name
  - Make sure the business uses PSN for payment processing
  - More help
    - Email: [Customer Support](#)
    - Phone: 1-866-917-7368

## Step 4: Locate your account by including ALL THE REQUIRED RESPONSES WITH \* Entering your account number MUST include the dash – and any zeros! Then click “Search”

### Please locate your account

*Required response\**

**Account number:\***

INCLUDE THE "-" IN YOUR ACCOUNT NUMBER

**First Name:**

**Last Name:\***

HOW IT SHOWS ON YOUR BILL STATEMENT

--- OR ---

**Account number:\***

INCLUDE THE "-" IN YOUR ACCOUNT NUMBER

**Business Name:\***

Village of Weston

Fill EVERYTHING OUT! Ignore the “or”!

### Welcome

Fill out the form on the left and click Search.

#### What can you do here?

- Pay by checking/ savings/ credit card
  - Checking/Savings include a \$1.10 fee.
  - Credit/Debit include a 2.9% fee. An additional fee of 50¢ is applied for payments below \$100.
- Pay by PayPal / PayPal Credit / Venmo
  - PayPal brands include a 2.9% fee.
- Set up Auto-Pay
- View your bills
- Opt out of paper bills
- View payment history
- Print receipts
- Change your payment profile

#### Need help?

If you can't find your account, please contact Village of Weston, WI (Utility) at 715-359-6114 to ask them to provide your account information.

If you would prefer to pay by our automated phone system, call 877-885-7968.

If you are experiencing difficulty with the system, please contact Payment Service Network Customer Support at 866-917-7368.